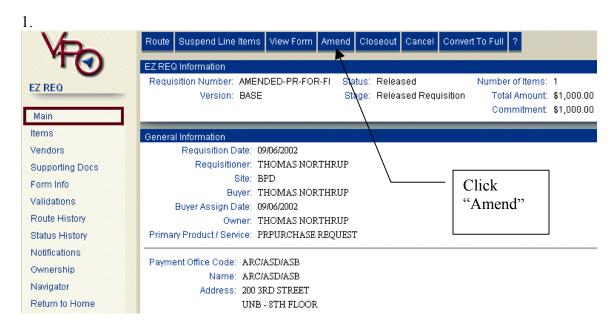
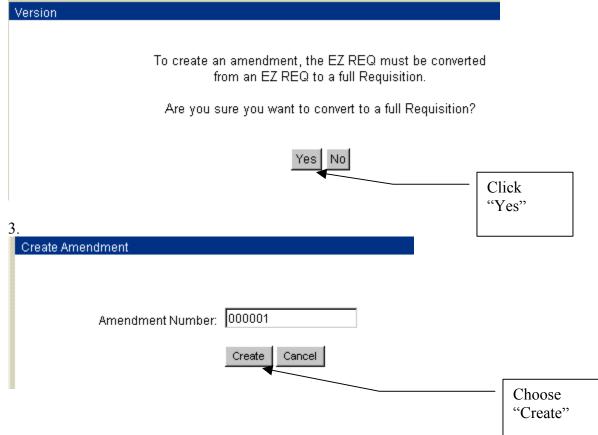
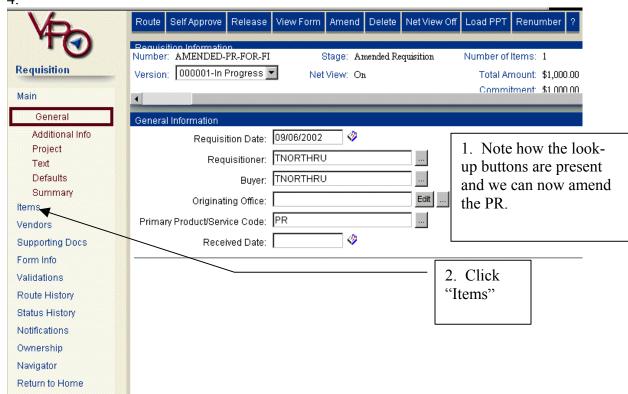
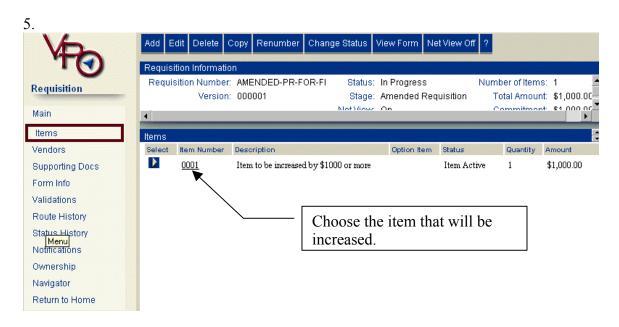
## Amending a Requisition (Funds Increases on Requisitions <u>prior</u> to Award)

Under BPD procedures, if an Award is going to exceed the Requisition amount by more than \$1,000, a Funds Increase is required. This can be done by amending the Requisition, changing the line item(s) to the new amount(s), and then routing the amendment back to the requesting office for reviews/approvals. If funds need to be increased after an award has been made (i.e. by modifying the PO, DO, or Contract), a Req For Mod needs to be initiated (see Req For Mod instructions).

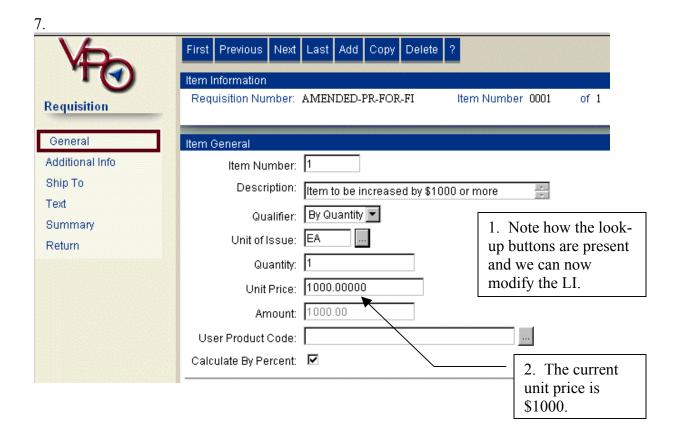




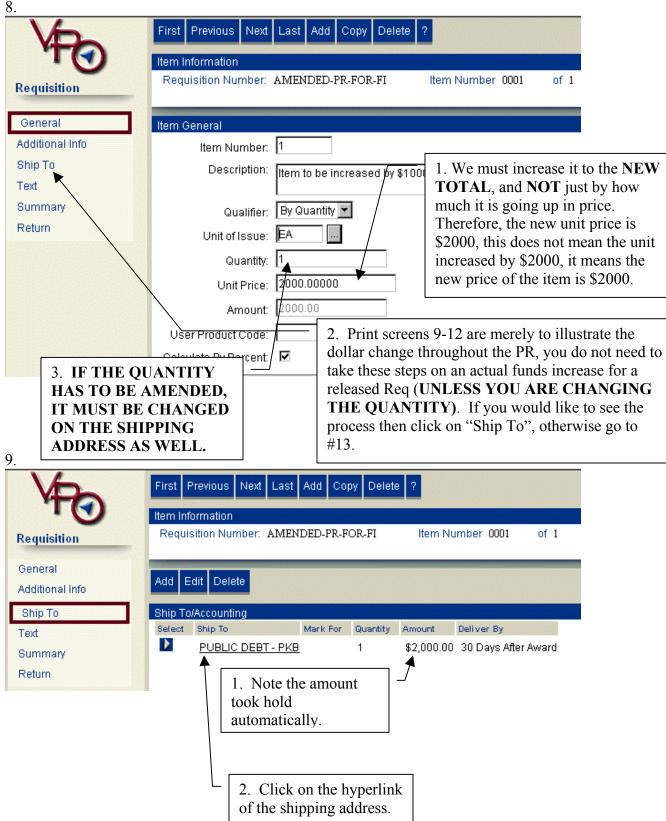


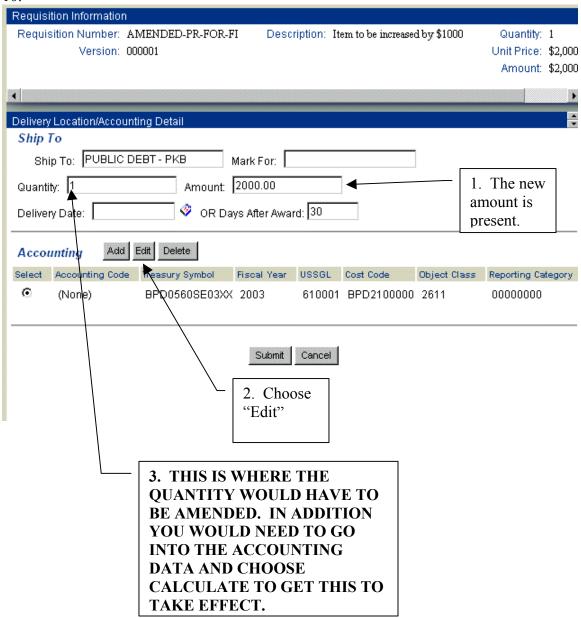


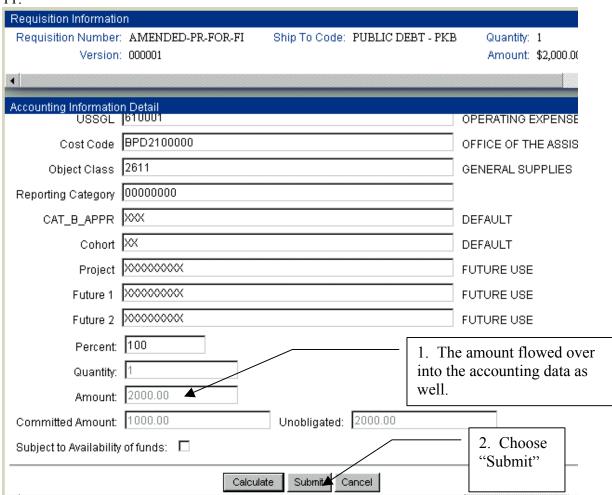


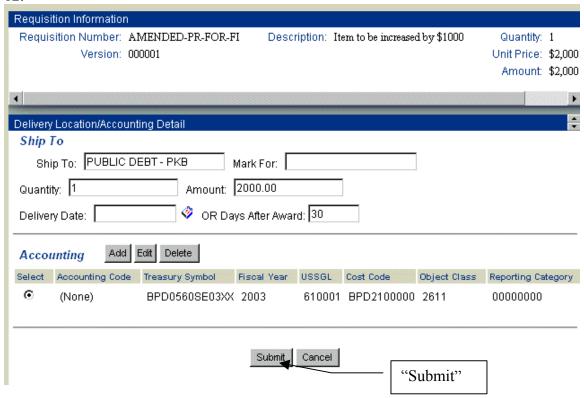








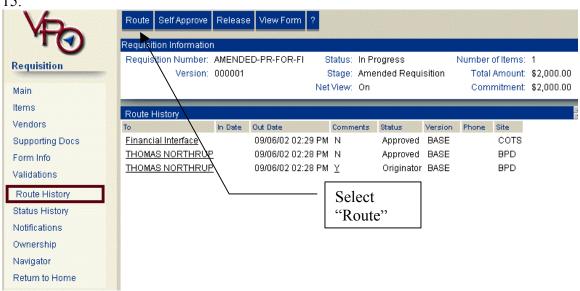


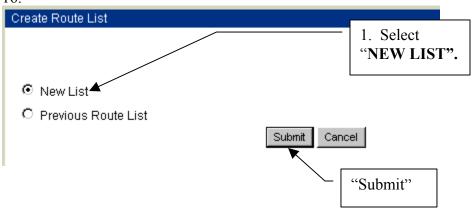


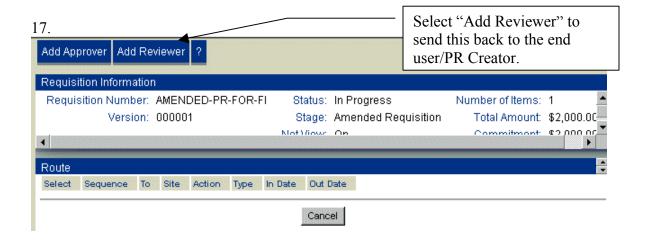




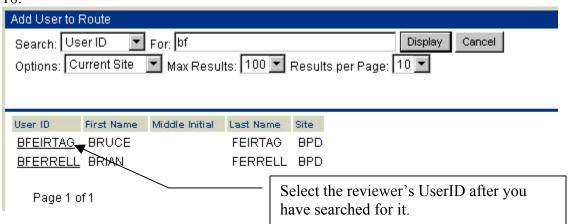








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19. Add Reviewer Move Up Move Down Delete Add Approver Requisition Information Requisition Number: AMENDED-PR-FOR-FI Status: In Progress Number of Items: 1 Version: 000001 Stage: Amended Requisition Total Amount: \$2,000.00 Nothflows On Commitment: \$2,000.00 1 Route Select Sequence To Site Action In Date Out Date • BRUCE FEIRTAG BPD Ready to send Review Save Cancel Send Click "Send".

